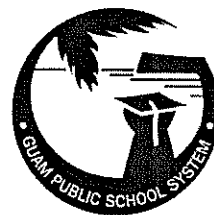




**PERSONNEL SERVICES DIVISION
GUAM PUBLIC SCHOOL SYSTEM**

P.O. Box DE
Hagatna, Guam 96932
Tel: (671) 475-0496
Fax: (671) 477-0698



NERISSA BRETANIA-SHAVER, Ph.D.
Superintendent of Education

ANTONETTE MUNA SANTOS
Assistant Administrator

April 8, 2009

An Equal Opportunity Employer

ANNOUNCEMENT
~ CONTINUOUS ~

The Guam Public School System wishes to announce **OPEN/COMPETITIVE** and **PROMOTIONAL EXAMINATION** for the following class of position to **ESTABLISH A LIST:**

ASSISTANT SCHOOL PRINCIPAL (3.443)

LEVELS
ELEMENTARY SCHOOL
MIDDLE SCHOOL
HIGH SCHOOL

JOB ANNOUNCEMENT NO.
PSD-019-2009
PSD-020-2009
PSD-021-2009

OPENING DATE: April 8, 2009

CLOSING DATE: CONTINUOUS

REGULAR SALARY:

Pay Grade Q

Open: Step 5-10, \$48,181.00 - \$57,817.00 Per Annum

Promotional: Step 5-20, \$48,181.00 - \$81,557.00 Per Annum

INCENTIVE SALARY (Recruitment Difficulty and Retention):

Pay Grade OT (NPS – 14%)

Open: Step 5-10, \$50,346.00 - \$60,415.00 Per Annum

Promotional: Step 5-20, \$50,346.00 - \$85,221.00 Per Annum

DUTY: Twelve (12) Months

MINIMUM EXPERIENCE AND TRAINING:

- (A)** Three (3) years of professional teaching experience at the appropriate level and graduation from a recognized college or university with a Master's degree in school administration and supervision, including graduate courses in school administration and supervision, curriculum development, school finance, school law, and school personnel administration; or
- (B)** Any equivalent combination of experience and training beyond the Master's degree which provides the minimum knowledge, abilities and skills.

OTHER NECESSARY REQUIREMENTS:

Applicants shall be required to meet the Guam Certification requirement in Administration and Supervision pursuant to Board Policy No. 1000.41.

EDUCATION REQUIREMENT:

Applicants claiming education accomplishment, such as, degrees or credits are required to submit official or verified copies of university or college transcripts. Pursuant to Public Law 26-87, effective May 17, 2002, all future Government of Guam positions will require at the minimum, anyone of the following as a condition of eligibility for employment: (1) A High School Diploma; or (2) Successful completion of a General Education Development (GED) Test; or (3) Any equivalent completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field required for the job.

NATURE OF WORK IN THIS CLASS:

This is professional and supervisory work in assisting a school principal in administering a school.

ILLUSTRATIVE EXAMPLES OF WORK: *(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)*

Assists the school principal in administering the school's instructional programs and activities including supervision of teachers, custodial, and clerical employees, pupil accounting, attendance records, requisitions and property.

Assists in the observation of teachers for evaluation and/or improvements of their teaching methods and techniques.

Assists in the compilation of information for the preparation of the school budget.

Acts as a liaison between the school and the department on matters concerning transportation for students.

Attends meetings related to the administration of the school.

Maintains and oversees disciplinary procedures; keeps records of disciplinary actions; confers with pupils, teachers, parents, in matters concerning students and takes appropriate measures.

Supervises the preparation of school handbooks.

Assists the school principal in personnel staffing.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of school administration, including finance and personnel administration.

Knowledge of the principles and practices of educational technology with emphasis in curriculum and instructional areas.

Ability to assist a school principal in administering a school.

Ability to make decisions in accordance with laws, policies, rules and regulations.

Ability to interpret and apply pertinent laws, policies, rules, regulations and other program guidelines.

Ability to maintain school discipline.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to prepare budget and required reports.

EXAMINATION REQUIREMENTS:

A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Public School System, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- Certified Birth Certificate
- U.S. Passport
- Naturalization Card
- "Green Card" (For Immigrants)
- Government of Guam I.D. Card
- Original Social Security Card (not laminated)
- Other proof of work eligibility

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the Guam Public School System are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Guam Public School System must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Guam Public School System Personnel Rules and Regulations, all applicants selected for appointment in the Guam Public School System, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants ***selected*** for employment are required to submit Police and Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

APPLICATION DEADLINE:

Applications shall be submitted to the GPSS Personnel Services Division from 8:00 a.m. to 4:00 p.m., Monday through Friday except holidays. Completed applications with supporting documents must be received by the deadline.

APPLICATION SUBMISSION:

Interested applicants must submit a GPSS "Application for Employment" form to the **GUAM PUBLIC SCHOOL SYSTEM, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **Guam Public School System's website at www.gdoe.net**

FOR FURTHER INFORMATION:

Please call 475-0496 or come by and visit our office.



ANTONETTE MUNA SANTOS,
Assistant Administrator
Personnel Services Division

iris